



Gemeenschappelijk Dierenlaboratorium

Access CLARF: application/extension XS-card

Instruction:

- As an applicant, complete the application, sign it and also have the application signed by the responsible researcher/supervisor.
- Go to the AWB Utrecht for the first assessment.
- After (written) approval from the AWB, CLARF will process the application. To do this, hand in the application to the animal department manager (mail box at the CALRF reception).
- The animal department manager will contact you to schedule the intake, generally and if necessary for the relevant animal department(s).
- You will receive an e-mail from the secretariat for the issue of the access pass or the confirmation of the change of access rights or extension of validity.

Applicant:

Name: _____

Organization/faculty
/department: _____

Reachable on:
Telephone number: _____

E-mail address: _____

Requests:

- an access pass (hereinafter XS card), new application,
- changed access rights on or
- extension of XS card with number _____, which is already in my possession.

With access to:

- Experimental Small Rodents,
- Infection Unit,
- Experimental Large Animals,
- OR's CLARF (2nd floor),
- Nephrology (1st floor),
- Mouse lab cardio (2nd floor),
- NMR (3rd floor).

For activities in CLARF:

Do you work with laboratory animals?

- No.
Why do you need access to the CLARF? _____

- Yes. You are authorized according to:
 - Article 9,
 - Article 13f2,
 - Different, that is _____

Are you aware of the vaccination advice of the Faculty of Veterinary Medicine?:

- Yes,
- No.



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Validity XS card:

- 1 year,
- less than 1 year, namely up to _____.

You can extend your XS card 2 months before it expires. You will receive an email from the CLARD secretariat. If an extension is not requested in time, access will be blocked.

Conditions:

- An XS card is strictly personal (registered by name) and may not be used by others.
- You must identify yourself when collecting the card.
- Upon completion of work within the GDL, you must hand in your XS card at the reception of the CLARF.
- Misuse of the XS card can lead to denial of access to the laboratory animal facility.
- Loss must be reported to the CLARF within 24 hours, Tel: 030-2535300 (*outside office hours at Security, Tel: 030-2531300*).
- There are no costs associated with applying for an XS card. However, in case of loss or theft, we charge € 25.00.

The CLARF is accessible to researchers from Monday to Friday from 8:00 AM to 4:30 PM and on weekends and public holidays from 8:00 AM to 12:00 PM.

Access outside these access hours must be requested separately with a statement of reasons.

By signing the application, you declare that you have completed the application truthfully and you agree to the terms and conditions.

Signature applicant: _____

Place and date: _____

Name and signature responsible researcher/supervisor: _____

Place and date: _____



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Assessment by the AWB Utrecht:

Does the applicant have an ongoing experiment or will an experiment start soon?

- No,
- Yes.

If no, is there another valid reason why the applicant should be given access to the CLARF?

- No,
- Yes, namely _____

Is the applicant authorized to work with laboratory animals?

- Yes, as specified by the applicant.
- No.

The AWB Utrecht sets additional conditions for access to the CLARF:

- No,
- Yes, namely _____
- _____
- _____
- _____

Name en signature assessor AWB Utrecht: _____

Date: _____

Assessment by CLARF (to be completed by the animal department manager):

Is the application a first request?

- No. Access is extended after an intake interview with the animal department manager.
- Yes. Access is only granted after an intake for the department(s) for which access is desired.

- Animal department manager, Date: _____ Paraph: _____
- Experimentel Small Rodents, Date: _____ Paraph: _____
- Infection Unit, Date: _____ Paraph: _____
- Experimental Large Animals, Date: _____ Paraph: _____
- OR's CLARF (2nd floor), Date: _____ Paraph: _____



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XS card received (signature applicant): _____

Card number: _____ Expiration date: _____

A copy of the application form will be sent to the e-mail address you provided.

Granted access rights (to be completed by the CLARF secretariat):

General:

- Entrance Bolognalaan, CLARF offices (1 + 2)
- Entrance Yalelaan, Animal Yalelaan 2 (entrance Yalelaan 2 + 10)
- Animal Bolognalaan 50 (3)
- Animal Farmacy/DWM (4)

Experimental Small Rodents:

- Exp. small laboratory animals for (5a)
- Exp. small laboratory animals behind (5b)
- Infection Unit (9)

Experimental Large Animals:

- Corridor dogs (7a+7b)
- Corridor pigs (8a+8b)

Floors:

- Animal elevator (15)
- Nephrology (1st floor) (16)
- CLARF OR's (2nd floor) (17 + at room 250)
- Mouse lab cardio (2nd floor) (18)
- NMR (3rd floor) (19 + 20)